



**ERP Consulting
Web Development
Custom Programming Solutions
Desktop & Web Applications for Manfact**

NorthClark Computing, Inc.

Buyer's Workbench Queries User Guide

**Web and Desktop Applications
for Manfact by Epicor**

March 27, 2008

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TABLE OF CONTENTS

INTRODUCTION..... 1

BUYERS WORKBENCH QUERY..... 2

 PART COST HISTORY 3

 PART NUMBER SEARCH 5

 PURCHASE ORDER SEARCH..... 6

 LOCATE A SUPPLIER 10

 VIEW A PURCHASE ORDER DOCUMENT 11

Introduction

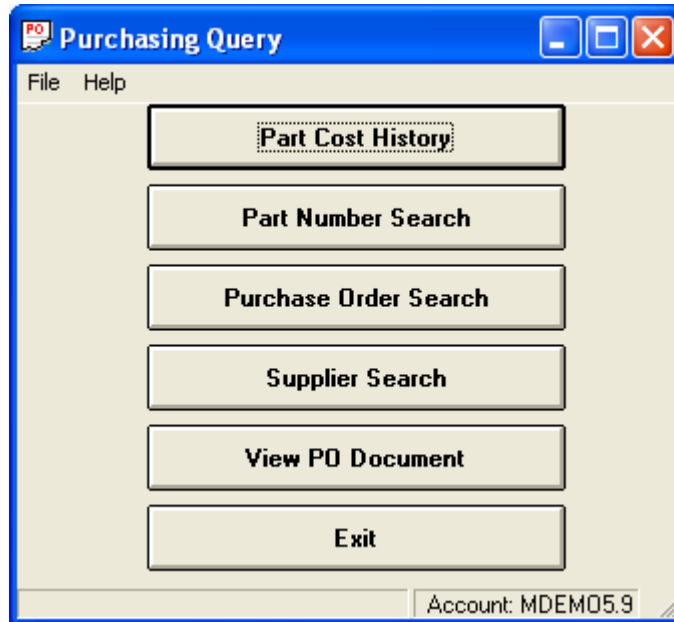
NorthClark's *Buyer's Workbench* and web based *Supplier Portal* are designed to improve communication between Buyers and Suppliers, and streamline the process of obtaining quotes for parts and custom engineered components. *Buyer's Workbench* features include:

- ❑ Procurement Workflow Management
- ❑ Requisition Maintenance
- ❑ Purchase Order Entry
- ❑ Rules Based PO Routing and Approval Process (optional)
- ❑ Requests for Quote
- ❑ Sealed and Auction Style Bidding
- ❑ Award Based on Price and Supplier Performance Criteria
- ❑ Generate PO/RFQ as Electronic Document and Email to Suppliers
- ❑ Prepare and Email Regret Notices to Suppliers
- ❑ Supplier Performance Tracking (QCD)
- ❑ Contract Pricing
- ❑ View Purchasing History
- ❑ Link Drawings and Other Attachments to a PO or RFQ
- ❑ Maintain All Documents in the BWB Data Store
- ❑ Use with Supplier Portal for Web Based Communication

Whether your requisitions are generated manually, automatically by the MRP process, or from an external application, your Buyers will create purchase orders faster and with greater accuracy using NorthClark's Buyer's Workbench.

Buyers Workbench Query

The Buyer's Workbench Query was designed for people who do not have security privileges to update purchasing data, but may need visibility to part, cost, supplier, and purchase order information.



The following options are available using the Buyer's Workbench Query:

- | | |
|-----------------------|--|
| Part Cost History | -- View cost information for a Part Number including Purchase Orders, Receipts, and Quotes. |
| Part Number Search | -- The Part Number Search Query helps you locate a Manfact Part Number using a variety of search criteria, and displays information from the Parts Master and Inventory files. |
| Purchase Order Search | -- Locate Purchase Orders by Supplier, Part Number, Date Range, Approval Status, PO Status, etc. |
| Supplier Search | -- Locate Suppliers (Vendors) by Name, Buyer, Phone, etc. |
| View PO Document | -- This option allows you to view electronic documents that currently reside in the BWB Data Store. |

Part Cost History

This option displays a list of recent purchase orders and receipts for a selected part number.

The screenshot shows a software window titled "Part History Search". It has a menu bar with "File", "Edit", "View", and "Help". Below the menu bar is a toolbar with icons for print, help, and search. The "Selection Criteria" section includes a "Part Number" dropdown menu with "1001" selected, a "Description" field with "MOTOR, 2HP", and checkboxes for "Open PO's", "Receipts", and "Quotes", all of which are checked. There are also "From Date" and "To Date" dropdown menus, both set to "3/14/2006", and a "Search" button. Below the criteria is a table with the following columns: Type, Receipt Date, DOC#, Li#, Supplier Number, Supplier Name, Qty On-Order, Qty Received, Unit Price, Resource, and Work Order#. The table contains 12 rows of data, with the first 11 rows being Purchase Orders (PO) and the 12th row being a Receipt. At the bottom of the window, there is a "Cost Group" dropdown menu set to "AC", a "Hist. Average" field set to "50.00", and a "Last Cost" field set to "50.00". A status bar at the very bottom indicates "22 Records Selected."

	Type	Receipt Date	DOC#	Li#	Supplier Number	Supplier Name	Qty On-Order	Qty Received	Unit Price	Resource	Work Order#
1	PO	09/01/06	114	1	100	MARTIN P. WILSON	100.00		50.0000	MTL	
2	PO	07/15/06	110	1	100	MARTIN P. WILSON	100.00		50.0000	MTL	
3	PO	07/15/06	111	1	100	MARTIN P. WILSON	100.00		50.0000	MTL	
4	PO	07/15/06	112	1	100	MARTIN P. WILSON	100.00		50.0000	MTL	
5	PO	07/15/06	106	2	100	MARTIN P. WILSON	100.00		50.0000	MTL	
6	PO	06/30/06	102	1	100	MARTIN P. WILSON	1000.00		50.0000	MTL	
7	PO	06/27/06	104	2	100	MARTIN P. WILSON	500.00		50.0000	MTL	
8	PO	03/10/06	109	1	100	MARTIN P. WILSON	200.00		50.0000	MTL	
9	RECEIPT	02/20/06	117.1	1	100	MARTIN P. WILSON		100.00	50.0000	MTL	
10	PO	02/20/06	120	1	100	MARTIN P. WILSON	20.00		50.0000	MTL	
11	PO	02/20/06	121	1	100	MARTIN P. WILSON	20.00		50.0000	MTL	
12	PO	02/20/06	122	3	100	MARTIN P. WILSON	20.00		50.0000	MTL	

- ❑ Enter the Part Number or use the pull-down menu to select a part number. Part Numbers currently included on the PO, RFQ, or PO Requisition line item display will be included in the list, or you may type any valid Part Number.
- ❑ Decide if you wish to include Open Purchase Orders, Receipts, or Quotes in the list. You must select at least one of these.
- ❑ You may enter a date range by clicking the appropriate checkbox(s) and entering the desired date(s). The 'To Date' defaults to today's date when searching. *Note: the search is performed on the date the PO/Quote was filed.*
- ❑ Click the **Search** Button when you are ready to search. A message will be displayed indicating that the search is being performed.

Column Definitions:

Type	The source of the transaction PO = Receipt against a Purchase Order Quote = A quotation entered on a Request for Quote (RFQ)
PO/RFQ Date	The creation date for the PO or RFQ
DOC#	The identification number for the PO or RFQ
LI#	The line item ID # assigned to the Receipt or RFQ item being reported
Supplier Number	Number or Code assigned to a specific Supplier. (Vendor ID)
Supplier Name	Name of the Supplier/Vendor
Order/RFQ Qty	The total quantity ordered is the sum of all scheduled delivery quantities for the line item.
Qty Received	The total quantity received is the sum of all the receipt quantities for the line item.
Unit Price	The unit price entered on the PO or Quote. The unit price <u>does not</u> reflect any changes to price that may have occurred during Accounts Payable processing
Resource	The resource code assigned to this PO or RFQ line item.
Work Order#	The work order number that the Receipt or RFQ line item is being assigned to.
Line Notes	Notes entered against this specific PO or RFQ line item. This field will contain the word "NOTE" if there is a line item note. Click on this field and the note will be displayed.
Change Notes	Change notes entered against this specific PO line item. This field will contain the word "NOTE" if there is a line item note. Click on this field and the note will be displayed.
Cost Group	Cost Group used for Part Cost History Information
Hist. Average	Historical Average for the Cost Group
Last Cost	Last Cost for the Cost Group

Part Number Search

The Part Number Search Query helps you locate a Manfact Part Number using a variety of search criteria, and displays information from the Parts Master and Inventory files. Please see the *Part Number Search Query User Guide* for more information.

The screenshot shows the 'Part Number Search' application window. The title bar reads 'Part Number Search'. Below the title bar is a menu bar with 'File', 'Edit', 'View', and 'Help'. A toolbar contains icons for file operations and help. The main area has a tabbed interface with tabs labeled '1-Search', '2-Results', '3-Eng.', '4-Planning', '5-Material', '6-Purch', '7-Mrk', and '8-On Hand'. The '1-Search' tab is active. It contains several input fields: 'Part Number:', 'Vendor#:', 'Part Type:', 'Description:', 'Prod Class:', 'Category:', 'Vendor Desc:', 'Sub Class:', 'Buyer:', 'Mfg#*Part#:', 'Make/Buy:', and 'Planner:'. There is also a 'Notes:' field and a checkbox for 'Exclude Parts Flagged for Deletion'. Below these are 'List Location Contents' checkbox, 'Stock Location:', and 'Bin Location:' dropdowns. A 'Sort By' section has radio buttons for 'Part Number' and 'Description'. At the bottom are buttons for 'Clear', 'Search', 'Help (F1)', and 'Exit'. The status bar at the bottom shows the database path 'C:\DOCUME~1\ADMINI~1\LOCALS~1\Temp\NCC_PartsQ\PartsList.mdb' and the account 'MDEM05.9'.

Note: The NCC Part Number Search Query is sold and installed separately. If this option is not currently available, please contact your System Administrator or NorthClark Computing, Inc. to obtain a copy of NCC_PARTSQ.

Purchase Order Search

Enter your selection criteria, then click the **Search** button. You may use as many fields as desired to narrow your search, and *wildcarding* is supported for text fields.

The screenshot shows the 'Locate a Purchase Order' application window. The interface is organized into two main panes: 'Search Criteria' and 'Results'.
Search Criteria:
- Supplier: [Text field with dropdown arrow]
- Whse: [Dropdown menu, currently showing '(Not Apply)']
- Buyer: [Dropdown menu, currently showing '(Not Apply)']
- WO#: [Text field]
- Project: [Text field]
- Part #: [Text field]
- Desc: [Text field]
Order Types:
- 1 - Inventory [checked]
- 2 - Expense [checked]
- 3 - Capital [checked]
- 4 - Work Order [checked]
- 5 - Direct Ship [checked]
- 6 - Drop to Vendor [checked]
- 7 - Non Inv. to WO [checked]
- 8 - Outside Process [checked]
Results:
- **PO Status:**
 - All [radio selected]
 - Open [radio]
 - Closed [radio]
 - Late or Hold [radio]
 - Late Only [radio]
 - On Hold Only [radio]
- **Approval Status:**
 - All [radio selected]
 - Open [radio]
 - Approved [radio]
 - Rejected [radio]
- **PO Dates:**
 - From Date: [03/27/08]
 - To Date: [03/27/08]
- **Next Due Date:**
 - From Date: [03/27/08]
 - To Date: [03/27/08]
- **PO Value Range:**
 - All [radio selected]
 - Total PO Value [radio]
 - Line Item Value [radio]
 - From Value: [Text field]
 - To Value: [Text field]
A 'Search' button is located at the bottom center of the window. The status bar at the bottom left indicates '76 Rows Loaded' and the bottom right shows 'MDEM05.9'.

Select the Display Line Detail option to display one row on the Results view for each Purchase Order Line Item. When this option is not checked, a summary report is produced with one row per PO.

Locate a Purchase Order

File Edit View Help

Search Criteria Results

	Date	PO#	Supplier Id	Supplier Name	Whse	PO Status	PO Approval	Buyer	Next Due Date	On Hold	Late	PO Value	Notes	Li#
1	01/05/03	51	1	MATTHEW'S MACHINING	NDF	New	Approved	MAC	01/15/03	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100.00	WAREHOUSE LEASE FOR CALIFORNIA	1
2	01/09/03	103	1	MATTHEW'S MACHINING	w1	BackOrdered	Approved	BLM	01/17/03	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	146,800.00		1
3	01/09/03	103	1	MATTHEW'S MACHINING	w1	BackOrdered		BLM	01/17/03	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	146,800.00		2
4	01/09/03	103	1	MATTHEW'S MACHINING	w1	BackOrdered		BLM	01/17/03	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	146,800.00		3
5	01/09/03	103	1	MATTHEW'S MACHINING	w1	BackOrdered		BLM	01/17/03	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	146,800.00		4
6	01/09/03	104	2	AMPEX FASTENERS INC	w1	BackOrdered	Approved	BLM	01/31/03	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12,000.00	PLEASE INCLUDE PACKING SLIP WITH ALL SHIPMENTS	1
7	01/16/03	105	1	MATTHEW'S MACHINING	NDF	New	Open	BLM	02/01/03	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11,000.00		1
8	03/03/03	107	1330	GREY IRON CASTINGS, INC.	w2	New	Open	BLM	03/01/03	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	151,000.00		1
9	03/03/03	107	1330	GREY IRON CASTINGS, INC.	w2	New		BLM	03/01/03	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	151,000.00		2
10	03/18/03	108	2	AMPEX FASTENERS INC	w3	New	Open	BLM	03/27/03	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	62,000.00		1
11	03/18/03	108	2	AMPEX FASTENERS INC	w3	New		BLM	03/27/03	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	62,000.00		2
12	05/13/03	109	1334	PERFECTION CASTINGS INC	NDF	New	Open	BLM	03/27/03	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2,800.00		1
13	05/13/03	109	1334	PERFECTION CASTINGS INC	NDF	New		BLM	03/27/03	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2,800.00		2
14	07/15/03	110	1346	PROFILE OFFICE SUPPLIES	NDF	BackOrdered	Open	BLM	06/01/03	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1,026.00		1
15	07/15/03	110	1346	PROFILE OFFICE SUPPLIES	NDF	BackOrdered		BLM	06/01/03	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1,026.00		2
16	07/23/03	111	16	SIMON ROLLED STEEL INC.	w1	New	Open	BLM	07/15/03	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1,900.00		1
17	07/23/03	111	16	SIMON ROLLED STEEL INC.	w1	New		BLM	07/15/03	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1,900.00		2

View

76 Rows Loaded MDEM05.9

To view the electronic Purchase Order Document, highlight the row and click on the **View** button. The document will be located in the BWB Data Store, and will be in either Word or PDF format.

If the Display Line Item Detail option was chosen, additional columns are displayed as you scroll to the right...

Locate a Purchase Order

File Edit View Help

Search Criteria Results

	Li#	LI Hold	Line Item Approval	Order Type	Req#	Requestor	Part#	Rev	Description	LI Notes	LI Next Due Date	U/M	Qty Ordered	Qty Rec'd	Bal Due	Unit Cost	Ext. Cost
1			Not Req'd	2					OFFICE SUPPLIES		01/15/03	EA	1	0	1	100.0000	100.00
2	1		Approved	1		MATT	XTR500	E	POWER DRIVE ASSY.		01/17/03	EA	2	0	2	1,200.0000	2,400.00
3	2		Approved	1		MATT	XTR500	E	POWER DRIVE ASSY.		01/17/03	EA	4	0	4	1,100.0000	4,400.00
4	3		Approved	1		MATT	XTR500	E	POWER DRIVE ASSY.		01/17/03	EA	50	0	50	1,000.0000	50,000.00
5	4		Approved	1		MATT	XTR500	E	POWER DRIVE ASSY.		01/17/03	EA	100	0	100	900.0000	90,000.00
6	1	E	Not Req'd	1			XTR500	E	POWER DRIVE ASSY.		01/31/03	EA	10	0	5	1,200.0000	12,000.00
7	1	P	Open	1	12	MATT	2001		HOUSING, MOTOR MACHINED		02/01/03	EA	11	0	11	1,000.0000	11,000.00
8	1	P	Open	1			2002		ROTOR ASSEMBLY		03/01/03	EA	1	0	1	1,000.0000	1,000.00
9	2	P	Open	1			2001		HOUSING, MOTOR MACHINED		03/01/03	EA	30	0	30	5,000.0000	150,000.00
10	1	P	Open	1	23		2001		HOUSING, MOTOR MACHINED		03/27/03	EA	10	0	10	1,200.0000	12,000.00
11	2	P	Open	1	24		XTR500	E	POWER DRIVE ASSY.		03/27/03	EA	10	0	10	5,000.0000	50,000.00
12	1	P	Open	1	25		3505		NAME/RATING PLATE		03/27/03	EA	10	0	10	90.0000	900.00
13	2	P	Open	1	26		4503		BOLT FOR ROTOR ASSEMBLY		03/27/03	EA	10	0	10	190.0000	1,900.00
14	1	P	Open	1	29		XTR500	E	POWER DRIVE ASSY.		06/01/03	EA	1	0	1	1,000.0000	1,000.00
15	2		Not Req'd	1	30		4503		BOLT FOR ROTOR ASSEMBLY		07/15/03	EA	100	0	100	0.2600	26.00
16	1	P	Open	1	39		2002		ROTOR ASSEMBLY		08/01/03	EA	1	0	1	400.0000	400.00
17	2	P	Open	1	33		2004		HOUSING, CLUTCH MACHINED		07/15/03	EA	10	0	10	150.0000	1,500.00

View

76 Rows Loaded MDEM05.9

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Column Field Descriptions:

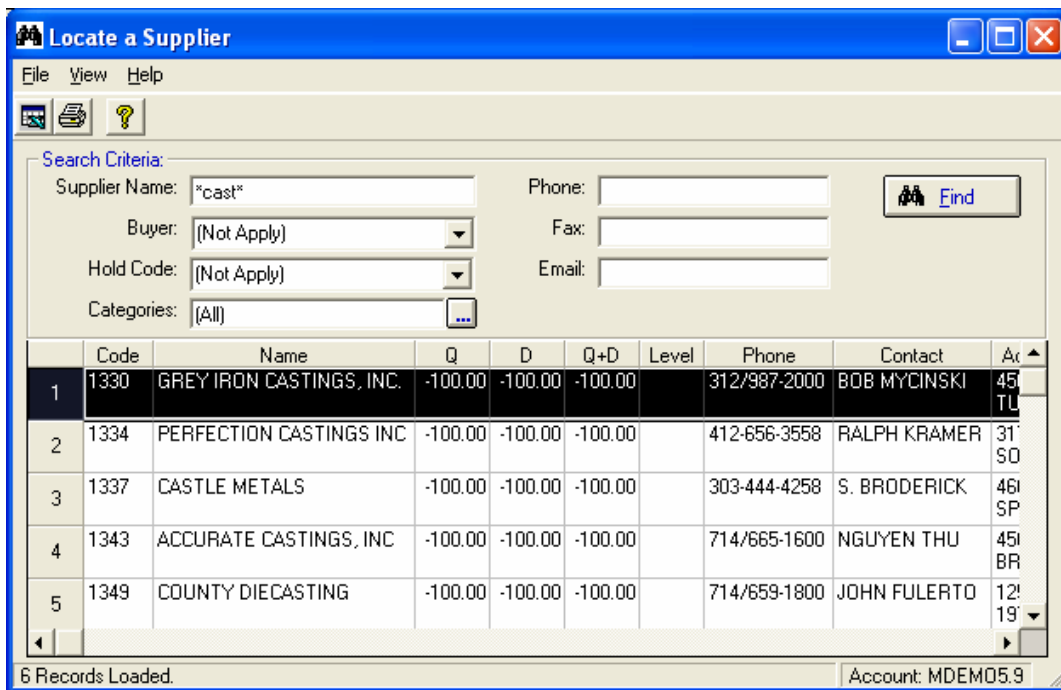
Date	The creation date for the PO
PO#	The identification number for the PO.
Supplier ID	Number or Code assigned to a specific Supplier. (Vendor ID)
Supplier Name	Name of the Supplier/Vendor
Whse	The Ship To Warehouse(s) for line items on this Purchase Order.
Status	<p>The current status of the Purchase Order:</p> <p>New: There have been no receipts against the purchase order.</p> <p>Backordered: There has been a receipt against the purchase order and there is quantity remaining to be received.</p> <p>Closed: All line items have been fully received.</p> <p>Closed and Paid: All line items have been fully received and paid for.</p>
PO Approval	Purchase Order Approval Status
Buyer	The buyer ID assigned to this purchase order
Next Due Date	The earliest due date of an open or backordered line item with remaining quantity to be received.
On Hold	If a checkmark is found in this column, there is a “hold” code assigned to either the purchase order header or an open or backordered line item.
Late	If a checkmark is found in this column, there is an open or backordered line item that is past due to the scheduled delivery date.
PO Value	The total value of the Purchase Order.
Notes	Purchase Order Header Notes
LI#	Purchase Order Line Item Number. Note, line item detail is included only when the “Display Line Item Detail” option has been checked.

LI Hold	Flag indicating line item is on hold.
LI Approval	Line Item Purchase Order Approval Status.
Order Type	<ol style="list-style-type: none"> 1. Inventory or Production Material shipped to a physical inventory location. 2. Expense Items charged to a specific General Ledger account. 3. Capital Items charged to a specific account. 4. Inventory or Production Material received to a specified Work Order 5. Inventory or Material that is Drop Shipped from the Vendor/Supplier directly to the Customer and is tied to a specific Sales Order. 6. Inventory or Material that is Drop Shipped from the Vendor/Supplier to another Vendor and is tied to a specific PO. 7. Non-inventory Material or costs received into Work Order (No Part Number is Required). 8. Outside Processing charged to a Work Order.
Requisition#	If applicable, the PO Requisition ID Number is the source document for the item to be purchased.
Requestor	Identifier of person who requested this purchase.
Part Number	The Part Number is displayed for Order Types 1, 4, 5, and 6 purchases.
Revision	Part Revision level.
Description	Description of the part or item to be purchased.
LI Notes	Purchase Order Line Item Notes.
Next Due Date	Next scheduled delivery date.
U/M	Unit of Measure.
Qty Ordered	Total Order Quantity
Qty Received	Quantity Received to Date
Balance Due	Qty Ordered – Qty Received

Unit Cost	Line item unit cost.
Extended Cost	Qty Ordered * Unit Cost

Locate a Supplier

Use this screen to locate a Supplier record using various search criteria.



Note, a performance rating of -100 indicates there is no data available for the Supplier.

Use as many or as few fields as you want to narrow your search. If you don't know the exact spelling of the supplier name, you can use *wildcarding* to enter only a portion of the name. Press the **Search** button to begin searching the Manfact database for the suppliers that meet your criteria.

Column Descriptions:

Code	Supplier ID Number that has been assigned to this record.
Name	Supplier Name
Q	Quality Performance Percentage. Note, a rating of -100 indicates there is no

D	Delivery Performance Percentage
Q + D	The combined Quality & Delivery Performance Percentage.
Level	Supplier Portal Security Level
Phone	The contact Phone Number
Contact	The contact name
Address	A right click will present the full address for this supplier.
Notes	A right click will present all notes recorded for this supplier.
Fax	The contact Fax Number
Email	The contact Email address
Hold Code	<p>The hold code for a Vendor.</p> <ul style="list-style-type: none"> Q RFQ and Quote type transactions (POQ.N) B Blanket Purchase Orders (POQ.N) P Purchase Orders (PO.N) R Purchase Order Receipts (REC.N, REC.A) I Accounts Payable Invoices (AP.N) C Accounts Payable Checks (CHECKS.SET, CHECKS.N) A Enable All the above hold codes

View a Purchase Order Document

The Buyer's Workbench may be used to create electronic Purchase Orders and Request for Quote documents. These files may be deposited in the *BWB Data Store*, where they may be viewed by internal personnel, emailed from the Buyer's Workbench, or downloaded from the Supplier Portal Web Site.

This option allows you to view electronic documents that currently reside in the BWB Data Store. If there is more than one revision of the Purchase Order on file, you will be prompted for the Change Level to print. This prompt defaults to the latest revision.

The document will be displayed in either Word or PDF format, depending on the options chosen at the time it was created.